

2 November 1976

NOTE FOR: Chief, MPB

FROM : AC/ISAS

[Redacted]

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[Redacted] furnished the attached from OL's FY-77 program call which I believe you will find interesting. I would appreciate receiving your candid appraisal of OL's suggestion regarding the transfer of your two analysts' and secretary's positions to provide them the added muscle presumably to carry the micrographics program responsibilities and also your view of how residual micrographics activities could be handled as they suggest by the CIA/RMO. I believe this will come up at our first Management Conference in December.

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[Redacted]

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Attachment: a/s

*not residual.
Management
at PEP D do
system work -
We should never
have gotten into that -
let's do audits*

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Printing and Photography (Cont'd)

4. Projections

The FY 1977-1978 resource package, in combination with an aggressive cross-training program to provide multiskilled personnel, will enable P&PD to maintain, or in some cases improve, the efficiency and responsiveness of services to Agency components. A capability and flexibility will exist to respond to the requirements forecast through probabilistic projections based on customer-provided information and historical data.

5. Key Issues

a. Consolidation of Agency Micrographics Programs

There were overlapping responsibilities and duplication of effort between ISAS and P&PD in the areas of copier management and micrographic activities. Copier management has recently been centralized in P&PD. Similar efficiencies could be achieved through centralization of micrographic activities.

For the past 5 years, the Micrographics Program Branch, Information Systems Analysis Staff (MPB/ISAS), working with the Printing & Photography Division, Office of Logistics (P&PD/OL) has pursued a vigorous program to improve the efficiency in information storage and records handling in the Agency through the use of microphotography. The program has resulted in significantly wider use of microforms in addition to an increasing degree of interest in considering microphotography as a possible solution to the problems associated with storing, retrieving, and disseminating both digital and hard-copy forms of information. The MPB has established a mechanism whereby the various microform systems and capabilities dispersed throughout the Agency may be audited. MPB is also the focal point for examination of ad-hoc issues for Agency-wide interest such as future requirements of computer output microfilm (COM), applicability of updatable microfiche, or establishing general guidelines for developing micrographics applications consistent with extant records management procedures.

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MPB's personnel staff committed to this program consists of 3 1/2 professionals (one of MPB's professionals has an additional assignment of establishing and maintaining an Agency-wide word processing program), and one secretarial employee. P&PD has one full-time professional assigned to microimaging systems. The latter has assistance available from members of the P&PD Systems Staff and the P&PD Photography Branch.

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Printing and Photography (Cont'd)

5. Key Issues (Cont'd)

We believe that the program has now matured to a point whereby the Agency might realize several benefits through transferring the entire micrographics program to OL. If the advisory role of the present Agency Micrographics Officer were made an additional duty of the Agency Records Management Officer, for example, the program with its present functions and levels of activity could be assumed by OL with the transfer of two GS-12 and the GS-6 positions, eliminating the need for the GS-14 branch chief and the half-time efforts of the GS-13. The transfer would also place management of the program in the same organizational and physical locus as the main Agency micrographics processing facility which would give the additional benefit of one-stop shopping for the potential micrographics customer. Still another important by-product of such a transfer could be the closer involvement of P&PD in the activities of the Central Reference Service's SAFE/ADSTAR program and the Directorate for Operations' DORIC program, both of which are large-scale projects based on microform imaging, storage, and delivery systems. Discussions with members of the two project teams suggest P&PD may be called upon to install, operate, and maintain central processing facilities for the micromedia selected. The OL maintains the largest micrographics processing facility in the Agency, and has over the years, established good working relationships with the several components which are active in micrographics. Continued success of the program--if microform systems continue to be managed in a decentralized setting--is largely dependent on the cooperation of all components. In this light, transferral of the program to OL could be accomplished with minimum disruption to present activities.

Further, the DDO and DDI are engaged in research work concerning new generation, high reduction document storage systems, including systems based on "ultrafiche," a high reduction microfiche format storage and retrieval system. These systems are expensive; therefore a centralized responsibility may be the best approach.

b. Visual Aids Production Via Genigraphics

The findings of an Office of Research and Development (ORD) task team, along with experience gained through the Printing & Photography Division (P&PD) contract with Creative Technologies, Inc., for automated graphics support, reinforce P&PD's initial evaluation that a Genigraphics system is a viable alternative to improve response to Agency graphics and visual aids requirements. The report identifies a savings of some \$25,000 per year, assuming a constant future workload identical to existing requirements, and at present costs. P&PD agrees that the overall benefits of the system outweigh the marginal monetary savings in reference to the initial system costs. The degree that graphics and visual aids contribute to the Agency mission is subjective, and difficult to quantify. The benefits of the system would include:

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SUBJECT: FY-1977 Objective Statements

c. No further comment was made regarding the positive indicators program. OL is pretty well set on it and it now remains a matter of seeing how well it works.

3. The feasibility of consolidating the Agency micro-graphics program in P&PD was offered as an "efficiency evaluation subject" in response to the Presidential Management Initiatives program. It had not been established as an internal management objective, however, Mr. Blake asked that it be so established jointly with Information Systems Analysis Staff and tracked at the directorate level. Development of the objective statement and joint action plan has been assigned to P&PD.

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